

Inserting Images into Your Posts

Directly above your Visual Text Editor toolbar is your **Add Media** area which consist of a row of four icons. These are the icons you use to insert images, photo galleries, videos and audio files into your posts.

You use the **Add An Image** icon to add images to blog posts by either linking to the location of an image on the Internet or uploading an image from your computer.

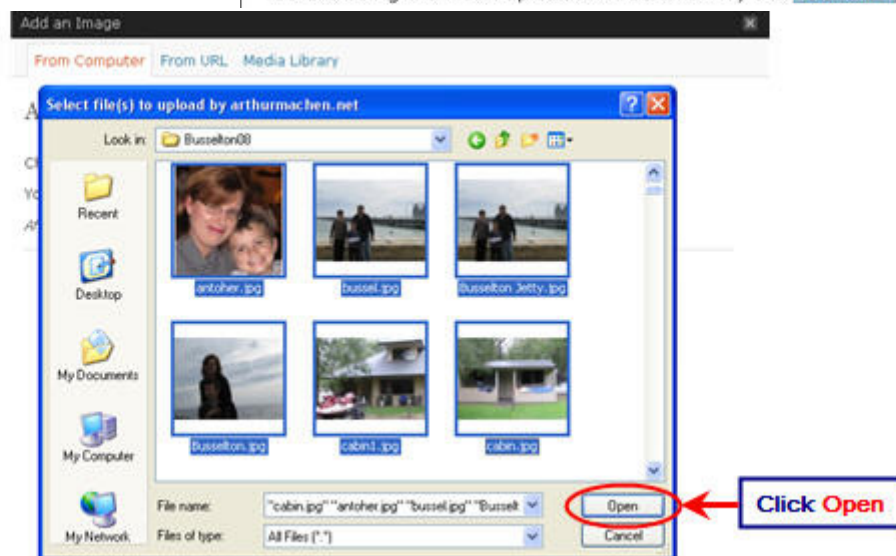
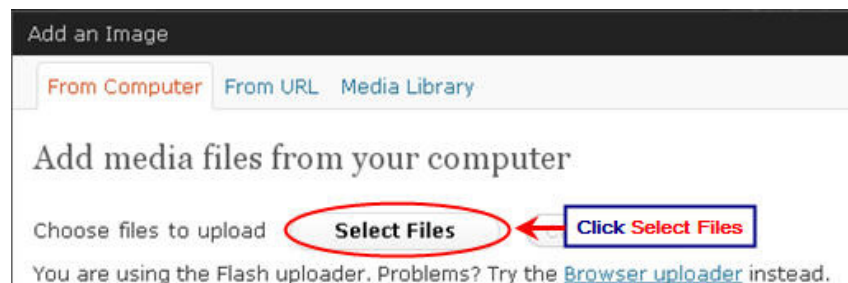
Uploading An Image From Your Computer

You insert an image from your hard drive into a blog post as follows:

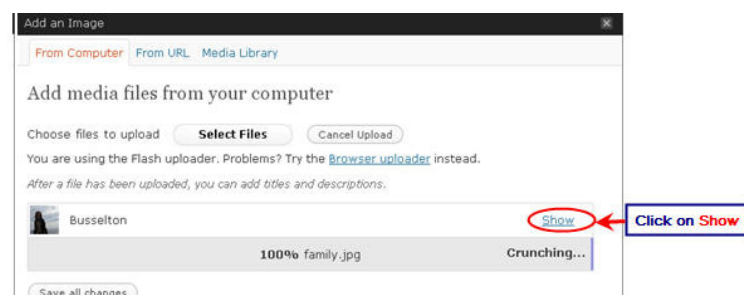
1. Click on **Add an Image** icon



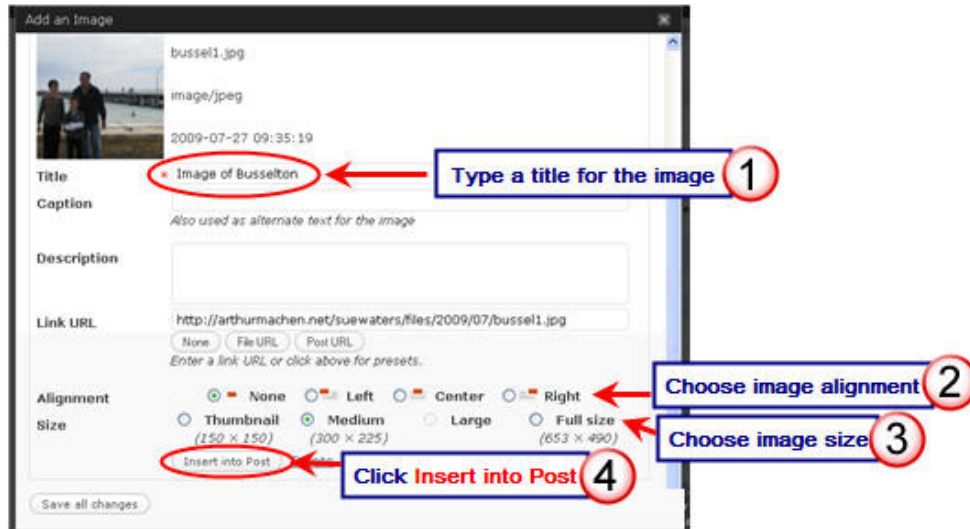
2. In the **Add an Image** window click on the **Select Files** button
3. Locate the images on your hard drive (use your Shift or Ctrl key to select more than one image).
4. Click Open to start uploading the images.



5. While your images are uploading you will see a progress bar. If you upload more than one image you will need to click on the Show link to edit the image details and insert an image into a post (see later instructions for inserting a photo gallery).



6. In the image option screen you need to (see below for more details on each of these option):
- type a title for the image
 - choose how you want the image align (None, Left, Center or Right)
 - select size of image you want to insert (Thumbnail, Medium, Large or Full Size)
 - and then click Insert into Post



7. Your **Add an Image** window should be closed and your image should now be inserted in your post.

About Image options

Alignment:

Blog themes don't always include all image alignment styles. So while you might select align images either Left or Right the image may not display on your blog with this alignment. Your best option is to test your blog theme to work out what image alignment it supports i.e. left or right alignment.

As a general rule:

- To wrap text next to an image you need to select align left or right
- Use align none, and make your image the width of your blog post area, if you don't want the text wrapped alongside image
- Most themes won't allow you to align images center

See Also: 'Image Width and Blog Posts' (<http://help.edublogs.org/2009/02/12/image-width-and-blog-posts/>)

Size

When you upload an image it automatically creates thumbnail and medium size versions of this image. You can choose to insert Thumbnail, Medium, Large or Full Size images. It is good practice to resize your image to the size you want to use in your blog post before uploading and then insert into your post as Full size image.

As a general rule:

- To make image use entire width of your blog post area: resize image to 450 pixels wide (can vary with blog theme - refer to 'Image Width and Blog Posts' - <http://help.edublogs.org/2009/02/12/image-width-and-blog-posts/>)
- To wrap text next to image: resize image to 150-200 pixels wide

TIP: You are able to change the size of thumbnail and medium sized images under Settings > Miscellaneous.

See also: 'Uploading Photos from Digital Cameras into Blog Posts' -

<http://theedublogger.edublogs.org/2008/08/09/uploading-photos-from-digital-cameras-into-blog-posts/>
(includes how to resize photos)

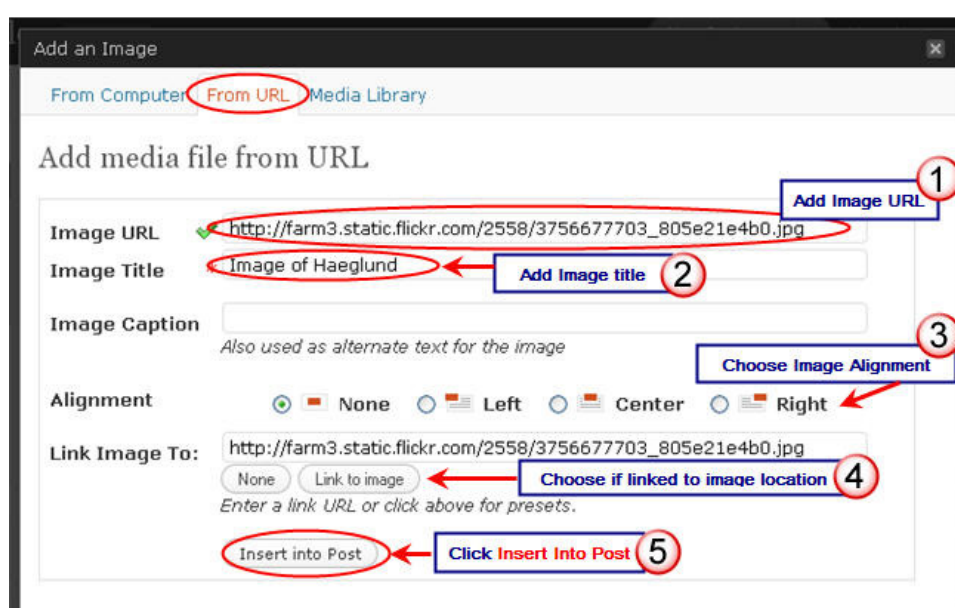
Linking to An Image On The Internet

You insert an image from a location on the Internet into a blog post as follows:

1. Click on **Add an Image** icon



2. In the Add an Image window click on the **From URL** tab
3. Add the image URL, image title, select the image alignment, select if you want image linked to a URL (i.e. when reader clicks on the image they will be taken to that URL) and then click **Insert Into Post**



4. Your Add an Image window should be closed and your image should now be inserted in your post.

See Also:

- Finding and Adding Creative Commons Images To Your Blog Posts - <http://theedublogger.edublogs.org/2008/06/28/finding-and-adding-creative-commons-images-to-your-blog-posts/>
- Copyright and Using Images in Blog Posts - <http://theedublogger.edublogs.org/2008/06/22/copyright-and-using-images-in-blog-posts/>
- Share Your Tips For Creating and/or Finding Images For Blog Posts - <http://theedublogger.edublogs.org/2008/06/30/share-your-tips-for-creating-and-or-finding-images-for-blog-posts/>
- Quick Start Tips For New Flickr Users: Part I - <http://theedublogger.edublogs.org/2008/06/30/share-your-tips-for-creating-and-or-finding-images-for-blog-posts/>
- Quick Start Tips For New Flickr Users: Part II - <http://theedublogger.edublogs.org/2009/01/11/quick-start-tips-for-new-flickr-users-part-ii/>
- Quick Start Tips For New Flickr Users: Part III - <http://theedublogger.edublogs.org/2009/01/27/quick-start-tips-for-new-flickr-users-part-iii/>